Standup Meeting Summary - March 1



Fri, 1 March 2024

• Our team (Team Wombat)

☐ Goals ∂

• To conduct a thorough review of each project option, discuss and decide on which project to prioritize, finalize documentation, and submit.

♣ Discussion topics

Item	Presenter	Notes	
Project Options Review &	• All members	The team conducted an in-depth analysis of each available project option. This review focused on understanding the scope, potential impact, and technical requirements of each project.	
Project Selection Discussio n &	All members	After reviewing the projects, the team engaged in a detailed discussion to evaluate the merits and challenges associated with each option. Considerations included the team's skill set, interests, and the potential for innovation and learning.	
Prioritizati on of Projects &	• All members	Outcome: 1. First Priority: Student and Staff Dashboards (DA) 2. Second Priority: Recruitment APP (RE) 3. Third Priority: Science Gallery (SG) 4. Fourth Priority: SiLA (SI)	
Document ation and Submissi on \mathscr{D}	All members	The team finalized the documentation that outlines the project selection process, rationale for prioritization, and planned approach for the chosen project. This document includes an overview of the discussion, decision-making process, and next steps.	

✓ Planned Actions and Next Steps

- ☑ Finalize Documentation: Ensure that the document accurately reflects the team's analysis, discussion outcomes, and project prioritization.
- Submit Documentation: Submit the completed document as per the submission guidelines and deadlines.
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- **Team Collaboration:** The team demonstrated effective collaboration and decision-making throughout the meeting. It's crucial to maintain this momentum as we transition into the planning phase for our selected project.
- **Documentation Importance:** The completed document serves as a foundational piece for our project's initiation phase. It's essential to ensure it is comprehensive, clear, and well-organized.